



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 11/03/2014	Employee Requisition Number ER-15048	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE ASSISTANT			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: SOCIAL SERVICES	Location: Okmulgee	Location Code: 91	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Director, the Administrative Assistant is generally responsible for transactional duties in effort to assist the office of Social Services to run smoothly.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Prepare work orders, purchase orders, and oversees the financial daily activities. 2. Arrange travel schedules and reservations. 3. Responsible for supply orders and making sure the office is supplied with office equipment and ink cartridges. 4. Responsible for making sure everyone's timesheets are completed and ready for the Directors approval. 5. Gives new workers orientation and tour of office and complex. Ensures new workers sign the appropriate paperwork needed for the office. 6. Review and analyze reports, records, and advises and confers with the Director, Program Managers, and Supervisors to obtain data required for completing reports and activities. 7. Attend workshops or trainings that may include overnight stay, etc. 8. Attend meetings such as Community Meetings, National Council Committee/Monthly Meetings, Inter-Tribal Council of the Five Civilized Tribes, etc. 9. Maintain confidentiality on all Social Services applicant(s) and personnel. 10. Assume additional duties and responsibilities as may be reasonably expected of an employee in this position.
Minimum Requirements:	High School diploma or GED equivalent and two (2) years experience in secretarial duties.
Preferred Requirements:	Associate Degree and two (2) years experience in social services or related field. Computer literate with experience in Microsoft Word, Access, Excel, or comparable programs. Must have good oral and written skills, be detail oriented, organized, and be able to multitask.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	



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required:

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.